

Personnel Issues & You



UPPS Newsletter 2001-09

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Rotating Shifts

The Division of Staffing Services recently surveyed all agencies to determine their respective classes, counties, and shifts for merit positions other than the regular day shift. This information is now available to all applicants thru a link called "Rotating Shifts" on the Personnel Cabinet's web page which can be accessed at <http://www.state.ky.us/agencies/personnel/pershome.htm>.

The individual interested in a rotating shift position should indicate such on their application by indicating a county and position which require a rotating shift. The individual can then be properly placed on the register for the particular county and position listed requiring a rotating shift. In the past this was not possible because we did not have the information recently provided through the rotating shift survey.

We appreciate all those who participated in this survey and the individuals who worked on compiling it within the Personnel Cabinet.

Contact Lists Update Needed

Please review the Agency Payroll and Personnel Staff, the Personnel Administrators, and the Health Insurance Coordinators lists. These lists can be accessed at <http://kygovnet.state.ky.us/personnel/payinfo.htm> or from our home page by selecting the link to Personnel Information then selecting Payroll Information. Each list gives instructions as to who to notify with any staff changes.

We appreciate your help in keeping this valuable information current.

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Performance Evaluation Annual Leave Awards

LEAVE AWARDED TO ELIGIBLE EMPLOYEES AS A RESULT OF THE NEW EMPLOYEE PERFORMANCE EVALUATION WILL BE GIVEN ON APRIL 30th OF EACH YEAR.

All agency evaluation liaisons are responsible for insuring all monitoring information be entered into the system no later than April 1st of each year to insure eligible employees receive earned leave on April 30th. The Governor's Office of Technology will provide the necessary information as reported on the on-line monitoring system in order for payroll to generate transactions to award leave to each eligible employee.

This leave will be reflected separately from the accrued leave (annual, sick, comp) which is reflected on the employee's pay stub on the 15th of each month.

Should leave not be awarded correctly, the agency's payroll staff will take the necessary actions to correct the problem. The agency evaluation liaison must inform the Office of Performance Management of any correction/problem.

In cases where leave is to be awarded to as a result of a Personnel Board appeal decision, each agency must take the necessary payroll actions to award the leave and inform the Office of Performance Management of the board directed leave in order to include the employee's new rating on the on-line monitoring system. The agency must take the appropriate action as soon as possible after they receive the Board's order.

In cases where an eligible employee earns such leave at the end of a performance period but exits (retire, resign, etc.) state government prior to the time leave is officially awarded, the agency payroll officer will take the necessary actions to credit the employee's leave balance and issue a supplemental check equivalent to the leave awarded to the eligible employee. The agency evaluation liaison must report the employee's final rating on the on-line monitoring system and notify the Office of Performance Management that the employee's leave has been awarded due to their exit from state government.

Payroll Staff Changes

We would like to take this opportunity to congratulate Carol Kelien. Carol has been promoted to the position of Personnel Program Branch Manager over the Payroll Branch in the Division of Employee Records. She replaces Jim Looney who retired on August 31, 2001.

We would also like to welcome Greg McGaughey to the Payroll Branch. Once fully trained, Greg's main responsibility will be running the 16th through 30th payroll.

Commonwealth Communiqué

As you know, employees' names have not been printed on the state employee newsletter, *Commonwealth Communiqué*, for some time. We will again include employees' names for the October issue only, due to be distributed with the Oct. 30 paychecks.

By state mandate, every employee must receive information annually on HIV/AIDS, and that information will be included in the October *Communiqué*. Names are being printed on that issue to assure we are meeting the mandate of distributing the HIV/AIDS material to each employee. As always, your help in distributing the newsletter is very much appreciated.

OPEHI IMPORTANT REMINDERS

OPEN ENROLLMENT – PLAN YEAR 2002

The Office of Public Employee Health Insurance would like to remind all Health Insurance Coordinators and Payroll Officers that Open Enrollment for Plan Year 2002 will be September 10th through September 28th for active employees and September 10th through October 19th for retirees.

The deadline for submitting applications to the Enrollment Information Branch for active employees is October 15th and the deadline for retirees is November 2nd.

Please call the Enrollment Information Branch at (502) 564-1205 if you require additional information regarding these deadlines.

MAILING PLAN YEAR 2002 APPLICATIONS

During Open Enrollment, please mail Plan Year 2002 health insurance applications to the Enrollment Information Branch **DAILY**. This is VERY IMPORTANT due to the large number of applications that must be processed.

COBRA REMINDER

The Member Services Branch would like to remind Health Insurance Coordinators to mail all COBRA applications directly to the health insurance carrier. Please do not mail them to the Member Services Branch.

Thank you very much for your cooperation with these important reminders. OPEHI greatly appreciates all you do during Open Enrollment and throughout the year.

Please notify the Member Services Branch at (502) 564-0354, or the Enrollment Information Branch at (502) 564-1205 if you have any questions regarding this information.